



# NORTH CAROLINA GENERAL ASSEMBLY

## Legislative Services Office

Paul Y. Coble, Legislative Services Officer

*Information Systems Division*  
300 N. Salisbury Street, Suite 400  
Raleigh, NC 27603-5925  
Tel. 919-715-7840 Fax 919-754-3617

*Peter Capriglione*  
Director

### **Public Access**

1. Information Systems Division (ISD) will provide at least one public access room where the general public and members may build their own district plans.
2. The public access room hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, by appointment only.
3. An ISD staff member will be available to provide technical assistance for operating software and hardware only. ISD staff does not provide plan design or legal advice to the general public, members, or member's staff.
4. Appointments must be scheduled and confirmed in advance. Members may request appointments outside the general hours, subject to staff availability.
5. A user may only reserve one timeslot and that appointment must be used or cancelled before another timeslot is reserved.
6. Workstations may be reserved for a period of up to three hours.
7. All plans created by the general public on the public access workstations will be considered public information. All plans created on the workstations will be archived on legislative data network storage devices.
8. A color printer will be available for users to produce hard copies of the plans and associated reports created by that user. Custom and large-format maps of publicly created plans will be treated like any other external map request to ISD, with applicable associated copying costs.
9. A directory on the local workstation will be provided for storage of district plans, reports, etc. Public users are encouraged to bring a flash drive, so that upon completion of the session, the public user can save any plans created and associated reports. Following the session, the local output directory will be purged in preparation for the next session. If a public user wishes to continue working on a plan created in an earlier session, it is the responsibility of the public user to bring any previously saved work to the session, as ISD will not be responsible for managing public user files.

### **Public Comment Input**

1. Upon instruction by the redistricting committee chairs, ISD will provide a comment form on the General Assembly's website for the purpose of soliciting public input on the topic of redistricting, in the format and for the duration instructed.
2. Committee staff will provide a report to the chairs and members of the redistricting committee(s) of each chamber, containing the comments submitted, as instructed by the chair(s) of that committee.

### **Posting of Plans on the Web Site**

1. Proposed district plans and the related statistical material before a redistricting committee shall be posted on the Committee's NCGA webpage, by the committee clerk(s) in the discretion of the redistricting committee chair(s).
2. Proposed district plans and the related statistical material heard on the chamber floor will be posted on the NCGA website by ISD within 24 hours of receipt by ISD. Subsequent materials will be posted as time permits.
3. The NCGA website will be the primary means of distribution for bills, maps, and statistics on statewide plans considered by the General Assembly.
4. Requests for additional information on these plans should be directed in writing, including by email, to ISD.
5. Cost of reproduction fees will apply to materials generated for external clients.

### **Support of Central Legislative Staff**

1. ISD will provide hardware, software, training, and technical support to assigned central staff.
2. Central staff will be responsible for generating their own maps, reports, and datasets.
3. Color copiers will be made available for central staff to print and copy maps, including large format maps.
4. The materials production role of ISD will be limited to specialized items that cannot be generated by central legislative staff due to software limitations.

### **Confidentiality of Plans**

1. For information on a non-public district plan, individuals must contact either the plan author, or a system user to which the author has granted access, to determine if that information may be released in accordance with Article 17 of Chapter 120 of the General Statutes or other applicable law.
2. Plan authors may request materials from ISD that cannot be generated by the plan author due to hardware or software limitations. Such requests must be made in writing, including email, by the plan author.
3. Access to ISD printer areas and the legislative print shop is restricted to central legislative staff to ensure plan confidentiality.

### **Plan Imports**

1. Plan files from external sources can be imported, provided those files are submitted in a delimited text format, each line consisting of a block key followed by a district number. Block keys must be in the format state-county-tract-block (e.g. 370156501002100).
2. All media received from external sources will be subject to a virus scan. Detection of a virus will warrant rejection of the submitted item.